National Chung Hsing University

Application to Switch Days-Off for Full-Time Project Personnel

Unit: Date: (YYYY/MM/DD)

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| --- | --- | --- | --- | --- | --- |
| Name | Employee No. | Original Day-Off | New Day-Off | Delegate | Reason |
| E.g.: Lin xx | KF0xxxx/KD0xxxx | March 13 | March 7 | Chen xx | Spring Festival |
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Note:

1. Definition of “Switch”: the original day-off is switched with a work day of the previous or following week (e.g., those on official duty on March 13, 2022, a regular day-off, may switch that day with any work day between March 7 to 11 or 14 to 18).

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| --- | --- | --- | --- | --- | --- | --- |
| Sunday**(regular day-off)** | Monday(work day) | Tuesday(work day) | Wednesday(work day) | Thursday(work day) | Friday(work day) | Saturday**(rest day)** |
| 3/6 | 3/7 | 3/8 | 3/9 | 3/10 | 3/11 | 3/12 |
| 3/13 | 3/14 | 3/15 | 3/16 | 3/17 | 3/18 | 3/19 |

1. On the original day-off (e.g., March 13th) that has become a work day, please complete online sign in/out procedures in accordance with relevant regulations.
2. Only designation of a delegate is required for the new day-off (March 7th), neither reporting for duty nor leave requests are necessary.
3. All personnel listed under the “Name” column who are not the applicant must affix their official seal beside their name.

Applicant: Seal of Principal Investigator: